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ABSTRACT

Designed as a beginning, how-to guide, this handbook lists 20 short steps to cataloging library materials for a church or synagogue library. The guide opens with a history and a brief explanation of the Dewey Decimal System, with special attention given to the divisions and subdivisions that fall under the category "Religion." Several references on the Dewey Decimal System are recommended for further reading. The section on step-by-step processing covers initial procedures such as opening the book properly, collating the book, and stamping the library name in it before progressing to the more complicated tasks of selecting subject headings (from the Sears List of Subject Headings), typing the catalog cards, and keeping statistics. Following the 20 processing steps are 14 sample catalog cards showing: (1) the back and front of a work card; (2) main entry cards; and (3) a card set, including author, title, subtitle, subject, and series; and (4) a shelf list card among others. A glossary of 38 common cataloging terms is included. (SD)

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CSLA Guide No. 5

Cataloging Books Step by Step

Ruth S. Smith

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Cataloging Books Step by Step

Ruth S. Smith

CSLA Guide No. 5

CHURCH AND SYNAGOGUE LIBRARY ASSOCIATION
P.O. Box 1130, Bryn Mawr, PA 19010

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INTRODUCTION

News item -- "Grace Watts...former church school teacher...to take over as church librarian in January."

Dear Grace:

So you're going to be a church librarian. Congratulations! I know you will do a good job. To quote your own words: "I believe strongly in the importance of our library and shall endeavor to promote its use throughout our congregation. We should all be very proud of it!"

The transition from teacher to minister of the library is not such a great one. Your desire to reach, teach and help people will find many avenues of expression -- through the church school program, the youth group, the women's society and other adult activities, and in those one-to-one encounters with lone parishioners who wander into the library seeking solace or spiritual enrichment. This challenge is exciting and truly rewarding.

Another challenge will be the day to day work of keeping the library going -- selecting books, organizing the collection, cataloging and preparing books for use, as well as Getting the Books Off the Shelves; Making the Most of Your Congregation's Library (New York, Hawthorn Books, 1975). Fortunately, you have a library committee and staff willing and able to assist you. Several of your helpers have assignments which they can carry out with a little help from you -- the picture file, labeling and jacketing books, typing catalog cards, etc. In order to provide that "little help" you should either inherit from your predecessor or develop for yourself a procedures manual which outlines the step by step way in which each operation is to be handled. Such a manual provides consistency and is a record of what you have done which can be passed along to those who follow after you.

With that in mind, I want to share with you a step by step procedure for cataloging books which was developed for a church library workshop in 1960, based on the procedures followed in the Bethesda United Methodist Church Library (Bethesda, MD). It was published as a supplement in Outline for Building Vitality in Your Church Library (Washington, DC, Church Library Council, 1961. Rev. ed., 1967), now out of print. It has been used in church library workshops in various parts of the country. Individual librarians who have followed it (or some adaptation of it) have said that

it is helpful in training new volunteer helpers. One kind lady went so far as to say that you could catalog books in the Sahara Desert with this as your guide, but she obviously was carried away with having a practical step by step guide.

Here it is, slightly amended to reflect current practice. I offer this to you as my legacy from the early days of the Bethesda library and hope that you will find it useful as the lady who was willing to take it to Africa.

Sincerely,

Ruth S. Smith

April 1, 1977

DEWEY SIMPLIFIED

While still a student at Amherst, Melvil Dewey worked out a scheme that divided all knowledge into ten basic classes. His classification scheme was simple and has stood the test of time. It is used today in most public libraries and school libraries and in many church libraries.

His ten basic categories are:

000 General Works
100 Philosophy
200 Religion
300 Social Science
400 Philology, Language
500 Pure Science
600 Useful Arts, Technology
700 Fine Arts
800 Literature
900 History, Biography

He divided each of these into ten subdivisions. As an example, the category "religion" is divided as follows:

200 Religion - General Works
210 Religion - Natural Theology
220 Religion - Bible
230 Religion - Doctrinal
240 Religion - Devotional
250 Religion - Pastoral, Parochial
260 Religion - Church - Institutions and Work
270 Religion - Church History
280 Religion - Denominations and Sects
290 Religion - Non-Christian Religions

Each of these he divided further into ten subdivisions, taking care to keep related material nearby whenever possible. As an example, "religion, doctrinal" is subdivided as follows:

230 Religion - Doctrinal - General Works
231 Religion - Doctrinal - God, Unity, Trinity
232 Religion - Doctrinal - Christology
233 Religion - Doctrinal - Man
234 Religion - Doctrinal - Salvation
235 Religion - Doctrinal - Angels, Devils
236 Religion - Doctrinal - Last Things, Death
237 Religion - Doctrinal - Future State
238 Religion - Doctrinal - Creeds, Confessions, Covenants
239 Religion - Doctrinal - Evidences of Christianity

The is the basic Dewey Classification scheme. It can be applied in its simplest form by using the main classes. These, then, can be expanded as the need arises for further division. The system provides a logical and flexible division of subjects, even without the numbers assigned to them. Use of the numbers does help, however.

The numbers are a code that represents the subject. They are shorter and easier to write on the spine of a book. They make it easier to interfile the books in their proper subject place on the shelf.

Dewey is called a decimal classification scheme because a decimal point separates the three-digit main numbers from further detailed subdivisions of the subject. Thus he provided for the needs of large collections as well as small. The complete Dewey Decimal Classification and Relative Index (New York, R. R. Bowker Co., 1976) is now in its 18th edition and in three volumes. An Abridged Edition also is available, in one volume. The latter is adequate for most church libraries. An inexpensive reprint of the unabridged schedules of the 200 class only is available from Broadman Press.

The Bethesda (MD) United Methodist Church Library classifies books according to the Dewey scheme, using the following general guidelines:

1. Fiction - Adult.
   a. No classification is used. (Some libraries use "F".)
   b. No author symbol is used.
   c. Books are filed alphabetically by author.
2. Fiction - Juvenile
   a. Books in the age groups from pre-school through primary grades are classified "J". (Some libraries use "jF" and "JE" or "jE" for easy picture books.)
   b. Books in the age groups from junior to junior-high are classified "Y".

c. The first three letters of the author's last name are used beneath the "J" or "Y".

d. Short story collections are classified "jSS". (Some libraries use "jSC".)

3. Non-fiction - Adult.

a. Check the shelf list file for numbers which have been used.

b. Use the Abridged Edition of Dewey to select new numbers.

c. Use "B" for individual biography (about one person) and 920 for collective biography (about more than one person).

d. Use "Reference" above the call number for books to be added to the reference shelf. No card or pocket is needed.

e. Use "Oversize" above the call number for books to be filed on the oversize shelf.

4. Non-fiction - Juvenile.

a. Precede all numbers with "j" in lower case.

b. Follow the general guidelines outlined for adult books.

STEP BY STEP PROCESSING

Step 1: Open a new book properly.

a. Hold the book upright on its spine.

b. Open both covers flat.

c. Take a small section of pages from each side, open them against the covers and press your fingers along the inside fold.

d. Take another section of pages and repeat the above.

e. Continue to the center of the book.

Step 2: Collate the book.

a. Go through a new book page by page.

(1) Cut any uncut pages with a letter opener.

(2) Check for omissions and misprints.

b. Return faulty copies for replacement.

Step 3: Stamp library name.

a. Stamp name on the title page, near center bottom.

b. Stamp name on page 21. (Each library has its own secret page.)

Step 4: Accession the book.

a. Turn to the latest entry in the accession book.

b. Enter the current date at left of the next number to be assigned.

c. Assign the number by writing in the name of the author, title, and other information requested.

d. In the book itself, turn to the page facing the back of the title page. (Location varies with libraries.)

e. Write the accession number in ink, centered about one inch up from the bottom of the page.

f. Write the accession near the name stamp on page 21.

Step 5: Make a "work card" from the book.

a. Copy the author's name from the title page.

(1) Write the last name first.

(2) Check Akers' Simple Library Cataloging by Susan Akers and Arthur Curley (Metuchen, NJ, Scarecrow Press, 1976) for rules about unusual authors names, such as those containing "de la" or "von".

b. Copy the title as it appears on the title page.
   (1) Capitalize the first word of the title and proper names only.
   (2) Subtitles may be used or omitted.

. Copy the publisher's name, in brief form.
   Example: Revell for The Fleming H. Revell Company.

d. Add the date.
   (1) Use the most recent copyright date, from the back of the title page.
   Example: c1976.
   (2) If there is no copyright date, use any other date you can find.
   Examples: 1976 (title page date)
   p1976 (preface date)
   (1976) (date found in other reference)
   n.d. (no date)

e. Record the accession number assigned.

f. Optional: Write a brief description of the contents of the book or the age level for juvenile books. (On the inside flap of a paper jacket, 08-014 means for ages 8-14.)

Step 6: Check the card catalog (to see if the book is cataloged.)

a. If the book is cataloged, this is an added copy.
   (1) Write the call number on the work card.
   (2) Write the call number in the book (see Step 10.)
   (3) Pull the shelf list card from the file and insert a temporary marker in its place.
   (4) Type the accession number on the shelf list card (see Step 12.)
   (5) Skip over to Step 13.

b. If the book is not cataloged, it is a new addition.
   (1) A complete set of catalog cards will be needed.
   (2) Continue with Step 7.

Step 7: Check classification aids (to see if the book is listed with a classification number.)

a. Check to see if Library of Congress Cataloging in Publication Data is given on the back of the title page. If it is not, look in one of the following:
   (1) Weekly Record (New York, R. R. Bowker Co., weekly) is arranged by author.
   (2) American Book Publishing Record (New York, R. R. Bowker Co., monthly,

with annual cumulations) is arranged by subject according to the Dewey Decimal Classification and indexed by author and by title.

(3) Other aids available in the public library.

b. Note the designated classification number on the work card. Also note the suggested subject headings, if any.

Step 8: Study the subject content to select a classification number.

a. Look for clues to the subject content.

(1) Title and subtitle.

(2) Jacket blurb.

(3) Table of contents.

(4) Introduction or preface.

(5) Summary at end of chapters.

(6) Book itself.

b. Look up the Dewey classification number for this subject in one or more of the following:

(1) Card catalog, for numbers previously used for this subject in this library.

(2) Abridged Dewey Decimal Classification and Relative Index. (Albany, NY, Forest Press, 1976.)

(3) 200 (Religion) Classification. (Nashville, TN, Broadman Press, 1971.)

(4) Dewey Decimal Classification and Relative Index, 3 vols. 18th ed. (Albany, NY, Forest Press, 1976.)

c. Assign the classification number to the book by writing it in the upper left corner of the work card.

Step 9: Assign an author symbol. (The classification number plus an author symbol becomes the book's call number. The call number should be distinctive and different for each book, unless it is an added copy of the same book.)

a. The author symbol usually is the first three letters of the author's last name.

(1) Write the first three letters of the author's last name under the classification number on the work card. Example: And for Anderson.

(2) Look up this number in the shelf list file, to make sure it has not been used before.

(3) If it has, alter the author symbol to create a unique call number.

(a) Use the first letter and any other two letters. Example: Ade for Anderson.

(b) Use the first three letters of the author's name and the first letter of the title. Example: AndI for Anderson's "Introduction to...."

b. Individual biography is the exception.

(1) Use the first three letters of the subject (person about whom the biography is written). Example: Edi for a biography of Edison by Weir.

(2) Vary the author symbol for another biography of the same person by adding the first initial of the author's last name. Example: EdiW for a biography of Edison by Wharton.

c. Write the call number on a temporary marker and place it in the shelf list file until the shelf list card is typed.

Step 10: Write the call number in the book.

a. Turn to the back of the title page. (Location varies with libraries.)

b. Write the call number, in pencil, about one inch down and one inch in from the upper left edge. (Some libraries prefer to use the page facing the back of the title page or the title page itself.)

Step 11: Select subject headings for the catalog cards.

a. Check Sears List of Subject Headings (Bronx, NY, H. W. Wilson Co., 1972) for appropriate subject headings.

b. Keep a record of the subject headings used in the cataloging of books.

(1) Place a pencil check before the subject heading in Sears, or

(2) Keep a card file of the headings used.

c. Write the subject headings for this book on the work card.

Step 12: Type the catalog cards.

a. Type the main entry card first (usually it is the author card). This is the main card from which all others are copied. Spacing is as follows:

(1) Classification number.

(a) 2 lines down from the top of the card.

(b) 1 space in from the left edge.

(2) Author, last name first (when main entry).

(a) 2 lines down from the top.

(b) 9 spaces in from the left edge.

(3) Author symbol (below classification number).

(a) 3 lines down from the top

(b) 1 space in from the left edge.

(4) Title (indented, below author).
   (a) 3 lines down from the top.
   (b) 11 spaces in from the left edge.
   (c) Capitalize only the first word and proper names.
   (d) All run-over lines go back to 9 spaces from the left edge.
   (e) End with a period.

(5) Publisher (follows title).
   (a) 2 spaces after the title.
   (b) End with a comma.

(6) Date (follows publisher).
   (a) 1 space after publisher.
   (b) End with a period.
   (c) No space or punctuation is used between c (for copyright) and the date. Example: c1976.

b. Type the tracing, on the back of the main entry card. This is a list of the added entries (other cards to be made for the catalog).

(1) A lower case t followed by a period indicates that a title card will be made. There is no need to type out the title in the tracing, as it appears on the other side of the card. If a card is to be made for the subtitle, another t is followed by a colon and the beginning words of the subtitle.

Examples: t
t: Making the most of....

(2) Subjects are listed in capital letters.

(3) Joint author, translator, etc. are listed last name first. Example: Adams, John L., jt. auth.

c. Type the added entry cards. Each added entry card is a copy of the main entry card, with the added entry (as listed in the tracing) typed above. Begin one line down from the top and 11 spaces from the left.

(1) Title card. One card for the main title and another for the subtitle, if desired. Each will file in a different alphabetical place in the catalog.

(2) Subject card. One card for each subject listed in the tracing, typed in all capital letters.

(3) Other card. One card each for other added entries, such as joint author.

d. Type a shelf list card. This is an exact copy of the main entry card, with

added information typed below. This card will be filed by call number in the shelf list file.

(1) Accession number. Begin 4 lines down from the body of the card and one space from the left. No punctuation is necessary.

(2) Date cataloged. Type or stamp the date after the accession number.

Step 13: Type the book card and pocket. The book card and book pocket should have identical information.

a. Call number: upper left, as it appears on the catalog card.

b. Accession number: upper right, as it appears on the shelf list card (without date).

c. Author: last name only, two lines below the call number.

d. Title: directly below the author. The subtitle usually is not needed here.

e. (Optional: Stamp the library name on the book pocket near center bottom.)

Step 14: Paste.

a. Paste the pocket on the page facing the inside of the back cover, near the bottom.

b. If the date due slip is not a part of the pocket (imprinted on it), paste a date due slip on the same page, in line with the pocket, near the top. The bottom of the due slip can be slipped into the book pocket if they overlap.

c. Place the book card in the pocket.

Step 15: Label.

a. Measure one inch up from the bottom of the spine to mark the location of the bottom of the label. (Location varies with libraries, but it should be consistent.)

b. On paper or cardboard covers, use pressure sensitive labels.

(1) Letter the label with black ink.

(2) When the ink is dry, reinforce the affixed label with a strip of permanent mending tape.

c. On regular cloth bindings, letter directly on the spine.

(1) Use an electric stylus and transfer paper, or a pen and lettering ink. On a light binding, use black transfer paper or black ink. On a dark binding, use white transfer paper or white ink.

(2) If printing obscures the place where the number should go, paint a one inch label on the cloth book binding with black ink. Let it dry before lettering.

(3) Do not use cloth labels on cloth book bindings. They are inclined to peel off, unless a plastic glue is spread over the edges and onto the book to make them stick.

(4) (Optional: Use shellac, lacquer or plastic spray on the spine to protect the lettering.)

Step 16: Cover the dust jacket with a plastic cover.

a. Measure the height of the book in inches.

b. Select a plastic cover that will fit. When in doubt choose the larger cover, as a crowded fit will wrinkle the paper jacket.

c. Slip the paper jacket into the plastic cover and fit it around the book.

d. Fasten the cover to the book.

(1) Use permanent mending tape, or attaching tape.

(2) Do not use cellophane tape. It will yellow, crack and peel off.

Step 17: File the cards.

a. File the shelf list card by call number in the shelf list file. Remove the temporary marker.

b. File the author, title and subject cards in the card catalog, alphabetically by the top line.

(1) File word by word.

(2) Ignore punctuation.

(3) Ignore A, An, and The at the beginning only.

(4) File abbreviations and numbers as though they were spelled out.

(5) Check filing rules in Akers' Simple Library Cataloging.

Step 18: Keep statistics.

a. Count the number of books cataloged, from the completed work cards.

b. Save these statistics to be included in the Annual Report.

Step 19: Shelve the books. Shelve adult books in the adult section and juvenile books in the juvenile section.

a. Fiction is filed alphabetically by author.

b. Non-fiction is filed by call number, numerically and then alphabetically.

(1) Call numbers preceded by "Reference" are filed on the Reference shelf.

(2) Call numbers preceded by "Oversize" are filed on the Oversize shelf.

c. (Optional: Display the new books in a special place for a period of time.)

Step 20: List the new additions.

a. Arrange the work cards alphabetically by title.

b. List the title, author, and call number for each book.

c. Add an annotation to describe the book.

d. If it is a gift, indicate the name of the donor.

e. Post the list in the library, or arrange for it to be inserted in the next Sunday bulletin or published in the church paper.

SAMPLE CARDS

1222 Hancock, Sibyl.
Han An ark and a rainbow; Genesis 6-9 for children. Concordia, c1976.

456 March 25, 1976

t.
t: Genesis 6-9 for children
NOAH'S ARK
DELUGE
I can read a Bible story (series)

Work card

Easy-to-read retelling of the story of Noah and the ark he built to withstand a flood which covered the earth.

Back of work card

Examples of Main Entry Cards

026
Smi

Smith, Ruth S.
Getting the books off the shelves; making the most of your congregation's library. Hawthorn, c1975.

Author as main entry

248
Mil

Miller, Keith.
Living the adventure; faith and "hidden" difficulties, by Keith Miller and Bruce Larson. Word, (1975).

More than one author

227
BibB Bible. N.T.
Letters to the Corinthians, translated with introduction and interpretation by William Barclay. Rev. ed. Westminster, c1975.

Bible as main entry

280
Pro Protestantism, edited by Hugh T. Kerr.
Barron's Educational Series, (1976).
(Additional lines, if any, would come back to the second indention.)

Title as main entry (no author)

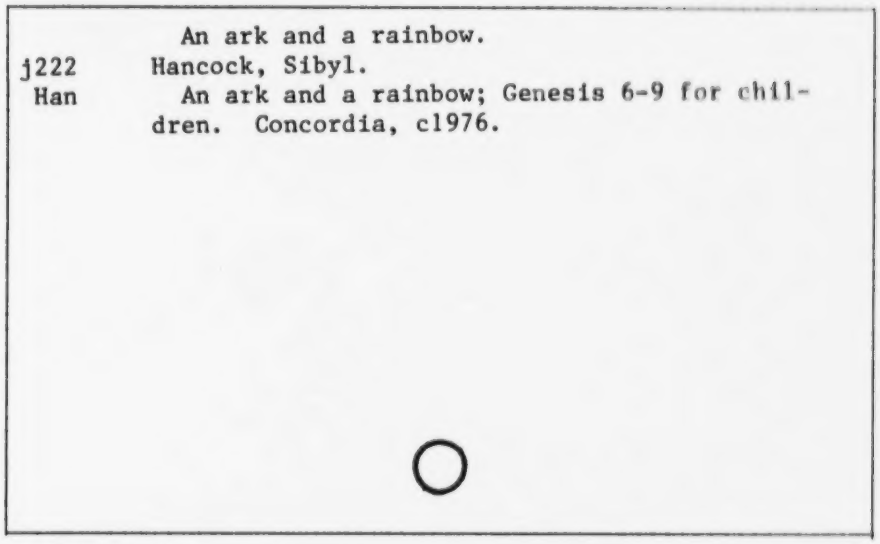
Sample Card Set

j222 Hancock, Sibyl.
Han An ark and a rainbow; Genesis 6-9 for children. Concordia, c1976.

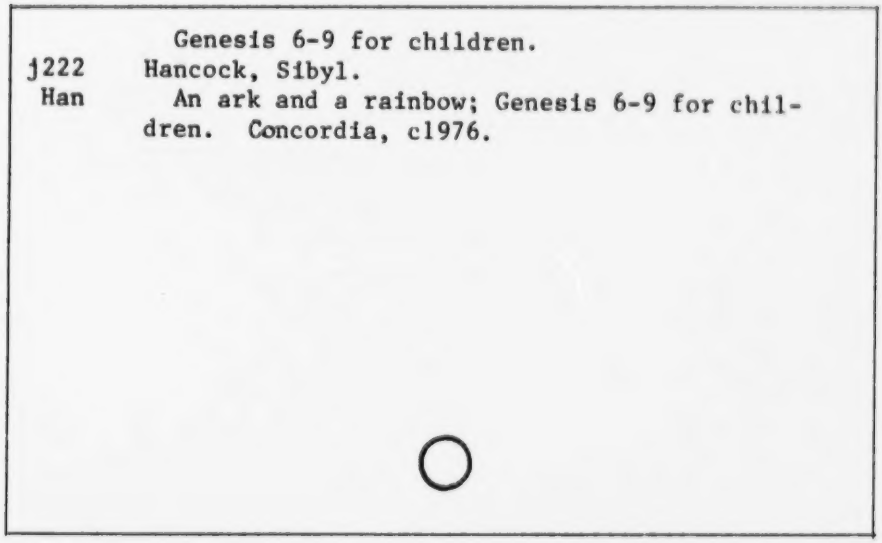
Author card (main entry)

t.
t: Genesis 6-9 for children
NOAH'S ARK
DELUGE
I can read a Bible story (series)

Back of author card (tracing)



Title card



Subtitle card

NOAH'S ARK
j222 Hancock, Sibyl.
Han An ark and a rainbow; Genesis 6-9 for children. Concordia, c1976.

Subject card

DELUGE
j222 Hancock, Sibyl.
Han An ark and a rainbow; Genesis 6-9 for children. Concordia, c1976.

Subject card

I can read a Bible story.
j222 Hancock, Sibyl.
Han An ark and a rainbow; Genesis 6-9 for children. Concordia, c1976.

Series card

j222 Hancock, Sibyl.
Han An ark and a rainbow; Genesis 6-9 for children. Concordia, c1976.

456 March 25, 1976

Shelf list card

DEFINITION OF TERMS

Accession. A book or other library item acquired as part of a library's collections or holdings. To accession is to assign an identifying and sequential number to each item added to the library's collection.

Added Entry. A catalog entry (see Entry) other than the main entry. Added entries may be subjects, titles, joint authors, series, etc.

Analytic. A catalog entry for a part of a book or work. There are author, title, subject, series, author and title, and title and author analytics. Like an added entry.

Annotation. A brief description of the contents of a book, the author or audience for whom it was written, such as age group for children's books.

Author Entry. The name of the author of a book or other work used as the filing name in the catalog. Usually the main entry.

Author Symbol. Letters or a combination of letters and numbers that represent the author's last name.

Book Card. A card describing a specific copy of a book to be used as the circulation record.

Book Pocket. A pocket which is pasted inside the book to hold the book card when the book is not in circulation.

Call Number. The number which is put on the back of the title page, on the catalog cards, book card, book pocket, and spine to indicate the shelf location of a book.

Card Set. All the cards that are filed in the catalog for any one book.

Classification. A system of grouping books on the same or similar subjects together. Many church libraries use the Dewey Decimal Classificiation system as set forth in the abridged edition.

Collate. The act of going through a new book page by page to check for faulty printing or missing pages and to cut open any uncut pages.

Copyright. The exclusive right granted by a government to publish a work during a specified period of years. A protection against others copying it.

Copyright Date. The date the copyright is granted. The year a copyright is granted is usually recorded on the back of the title page, i.e., c1975.

Date Due Slip. A slip that usually accompanies the book pocket to record the date the book is due to be returned to the library (or the date on which it is taken out.)

Dust Jacket. The paper cover usually found on new cloth bound books. This cover helps keep the binding clean and often is designed to help sell the book.

End Paper. The paper which lines the inside front and back covers of a book and also forms the fly leaves.

Entry. The word, name, or phrase under which a card is filed in the catalog. There are main entries, author entries, title, etc.

First Indention. The ninth typewriter space from the left edge of a catalog card. Start typing the ninth space.

Format. The physical make-up of a work, its size, binding, printing, etc.

Guide Card. A card slightly higher than the catalog cards carrying letters or names or words indicating the material directly behind it in the card catalog.

Hanging Indention. The form of a catalog card used when the title is the main entry and is the only line on the card coming to the first indention.

Imprint. The place and date of publication, and the name of the publisher. Usually printed at the bottom and/or on the back of the title page. Church libraries generally use only the name of the publisher in short form and the date, unless the place name is needed for positive identification.

Jacket Blurb. Information about the content of a book which is printed on the dust jacket.

Main Entry. The basic catalog card, usually an author entry, giving all the information necessary to the complete identification of a work.

Plastic Cover. Clear plastic that is designed to fit over the dust jackets of books. It is available in rolls or in sizes pre-cut to fit.

Second Indention. The eleventh typewriter space from the left edge of a catalog card. Start typing in the eleventh space.

See Reference. A direction card in a catalog from a name or entry word not used to one that is used.

Series Entry. The name under which different books that may or may not be related in content are sometimes published, e.g., The Church's Teaching Series.

Shelf List. A file of cards arranged by call number to identify the books as they are arranged on the shelf. The shelf list card lists all copies of a book that the library owns.

Spine. The part of the cover or binding which conceals the sewed or bound edge of a book, usually bearing the title and the author.

Subject Card. A catalog card bearing a subject heading by which the card is filed.

Subject Heading. A word of a group of words indicating a subject under which all material dealing with that subject is entered in a catalog.

Subtitle. The explanatory part of a title following the main title.

Third Indention. The thirteenth typewriter space from the left edge of a catalog card. Start typing in the thirteenth space.

Title Page. A page at the beginning of a book bearing its full title, the author's name, and all or part of the imprint.

Tracing. The record on the main entry card of all the additional headings under which a book is represented in the catalog.

Unit Card. A basic catalog card, usually the main entry card, which, when duplicated, may be used as a unit for all other entries of that work by the addition of the appropriate heading.

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